

Helpful Hints for Formatting Reports
According to NPS Northeast Region Natural and Social Science Study Guidelines
(NPS/NER/NRR--2004/001).

Formatting a final report requires some extra skills in using Word. The following tips should help you to produce the report according to the guidelines.

Set Margins and Position headers and footers

- On the **File \ Page Setup** menu, click the **Margins** tab and select the following options
- **Top: 1"**
- **Bottom: 1"**
- **Left: 1"**
- **Right: 1"**
- **Gutter: 0"**
- **From Edge:** use the following options in this box:
- **Header: 0.5"**
- **Footer: 0.5"**
- **Apply to: Whole document**

Inserting a section break:

- Click where you want to insert a section break
- On the **Insert** menu, click **Break**
- Under **Section break types**, click the option that describes where you want the new section to begin; usually **Next Page**.
- **Next page** inserts a section break and starts the new section on the next page.

Keep in mind that a section break controls the section formatting of the text that precedes it. For example, if you delete a section break, the preceding text becomes part of the following section and assumes its section formatting. Note also that the last paragraph mark in the document controls the section formatting of the last section in the document

You can change the following formats for different sections:

- Paper size or orientation
- Page numbering

To split a table or insert text before a table:

- To split a table in two, click the row that you want to be the first row of the second table or second page of the same table and on the **Table** menu, click **Split Table**
- To insert the table title text before a table, click the first row of the table and on the **Table** menu, click **Split Table**
- To insert the table title text at the top of a second or succeeding page, click the first row of the table on that page and on the **Table** menu, click **Split Table**

To insert page numbers

- On the **Insert** menu, click **Page Numbers**
- In the **Position** box, specify to position at **Bottom of page (Footer)**
- In the **Alignment** box, specify for page number **center** alignment
- To format page numbers differently in a new section, click **Format**
- In the **Number format** box select **i, ii, iii ...** or **1, 2, 3 ...**
- In the **Page numbering** box, click **Continue from previous section** or **Start at** and put a number in
- To hide the page number on the first page make sure the box is unchecked in the **Show number on the first page** box

To have portrait and landscape pages in the same document

- Click in the section of the document where you want to change to landscape orientation
- On the **Insert** menu, click **Break, Next Page**, OK (do this twice ... to change it once from portrait to landscape and to change it back again from landscape to portrait) ... then go back to where you put the first break in and do the following:
- On the **File** menu, click **Page Setup**, click the **Paper Size** tab then click **Landscape**
- In the **Apply to** box, select **This section**

When changing from Portrait to Landscape page layout (and back again), the "footer" section page numbering system no longer works. The page number ends up at the bottom center of the page beneath the table or figure; and looks like it's printed vertically on the side of the page in the print version. You want the page number to end up at the bottom center of the page as it will sit in the final, bound report, which means that, electronically, you have to put it in the "header" instead of the footer, to make it look like this:

Threats: None.

Gaps in Knowledge: The number, distribution, and continued encroachment of nonnative plants in NEDE is not well known or studied.

Suggested Management Recommendation:

- Assess the impact of the encroachment of nonnative plants through manual removal, select use of herbicides, and minimizing fragmenting features such as roads in the park.
- Develop and implement a plan to control invasive nonnative plant species in the park.

Animal Resources

Mammals

There are 61 species of mammals known to occur in NEDE (WV DNR species 2003). West Virginia Gap Analysis (2003) predicts NEDE to contain 11.5% (14 of 59 species) of the mammalian species known to occur in West Virginia and 77% (17 of 22 species) of the mammalian species of special concern in West Virginia. Federally listed mammalian species known to occur within NEDE include Virginia blue-ginger bat (*Corynorhinus townsendii virginianus*) and Indiana bat (*Myotis*) (Table 2).

White-tailed Deer

Current Status and Significance: According to the West Virginia Department of Natural Resources (WV DNR), the state population of white-tailed deer is just under one million residents (WV DNR, 2003). In 1993, the game was first designated by the WV DNR in which NEDE is located, deer densities are approximately 13 deer/km² (3 deer/mi²) of available habitat (WV DNR, 2003). These deer densities contrast with estimates of population and settlement deer densities of approximately 3 deer/km² (8.0 deer/mi²) on the Appalachian plateau (Horsely et al. 2003).

The high populations of white-tailed deer in the eastern US in the late 20th and early 21st centuries have reduced plant diversity, caused forest regeneration failure, and have had deleterious impacts on other wildlife communities (Horsely et al. 2003). The WV DNR has recognized this population increase and has adjusted hunting regulations in an effort to control the growing herd. The increase of crop damage complaints, vehicle collisions, damage to natural resources, and the potential for disease transmission have led the WV DNR to increase deer control numbers (S. Duguid, 2001, NPS, pers. comm.). In 2002, there were 29,927 deer harvested by firearms in District IV. Within that district, 47 deer were recorded as being harvested without firearms. Hunters potentially harvested more deer within NEDE but failed to indicate locations on harvest report cards.

Issue: White-tailed deer are potentially threatened by chronic wasting disease. Chronic wasting disease (CWD) is a neurological (brain and nervous system) disease found in deer and elk in certain geographical locations in North America (WV DNR 2003). The disease belongs to

Scientific Name	Common Name	Host Rank ¹	Global Rank ²	Index Rank
Ascarids				
<i>Ascaris suum</i>	Yellow leg round bot	S1	S2	S2
<i>Ascaris suum</i>	Small-fisted round bot	S1	S1	S1
<i>Ascaris suum</i>	Long-called round bot	S1	S1	S1
<i>Ascaris suum</i>	Round bot	S1	S1	S1
<i>Ascaris suum</i>	Round bot	S1	S1	S1
<i>Ascaris suum</i>	Round bot	S1	S1	S1
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To accomplish this feat, you need to follow these directions:

- go into the footer and click the "Same as Previous" button (this is a toggle switch to turn it "off") to change the footer page numbering system and delete the page number.
- click on the "Switch Between Header and Footer" button and click the "Same as Previous" button to turn it "off"
- click on the "Show Next" button (which will take you into the header of the next section) and click "Same as Previous" button to turn it off as well
- click on the "Show Previous" button to get back to the landscape page orientation to add the page number
- now you will need to add a textbox to your landscape page to insert the page number ... if you can't see the drawing toolbar at the bottom of your screen you will need to go to **View, Toolbars, Drawing**
- on the Drawing toolbar click on the **Textbox** icon (small box with A __ __ __) and then take your cursor to the lower left-hand corner of the header box and click and drag to the upper left-hand corner of the footer box and outward to the edge of the page (you only have one inch to play with here, so make it half way to fit the footer into the 0.5" margin range)
- in the textbox you need to insert the page number then go to **Format, Text Direction** and select the appropriate direction to face the page number toward the bottom of your screen (you can only do this in a textbox)
- looking closely at the other toolbars on your screen while in the textbox, you will see that the paragraph formatting buttons (left align, center, right align, justify) have changed and are facing the same direction as your text ... click on the "**center**" button to center the page number within the box
- next you will need to get rid of the box surrounding the text:
 - right mouse click on the edge of (black line around) the textbox and select **Format Text Box** and under **Fill, Color** select **No fill**; under **Line, Color** select **No Line**, OK
- F.Y.I. Any time you need to make a change to this textbox you need to double click on the Header section to re-open this textbox for editing purposes.